

**Senior Legal Processing Assistant    #06-009**  
**Supplemental Application**  
**Application Deadline: Open Until Filled**

**This supplemental application will be the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. A résumé will not substitute for this form.**

**On separate paper, please describe in detail, but as concisely as possible, your experience and accomplishment in each of the following areas. Your responses should be one page or less for each area. Specify the employer, position held and dates when describing experience.**

1. Compiling case information for court calendars; verifying status and various dates of activity; and preparing calendars and minute orders.
2. Two examples of a specific statute, code, law, regulation or procedure you researched to determine filing requirements, etc.
3. Assisting the public; providing procedural information regarding status of legal cases; and answering inquiries and explaining confidentiality and/or legal filing processes and procedures.
4. Computing, receiving, receipting and recording payment of fines, cash bail, bail bonds and fees; and reviewing, posting, adjusting and balancing daily registers and journals.
5. Working with new employees and poor-performing employees to improve skills and knowledge.

**CERTIFICATE OF APPLICANT:** I certify that all statements made in this supplemental application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_